



RFQ nr. 19EN1023Q0006

U.S. Embassy Tallinn

Date: June 28, 2023

Dear Prospective Quoter:

Subject: Request for Quotations number 19EN1023Q0006

Enclosed is a Request for Quotations (RFQ) for temporary rental guard booth with additional services. If you would like to submit quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

The Embassy intends to conduct a pre-quotation conference at the site, The pre-proposal conference will be held on July 18, 2023 10:00 (Estonia local time) at the NEC site located at: Suur-Ameerika 3/Väike-Ameerika 4.

Prospective offerors/quoters should contact Tallinnprocurement@state.gov by July 12, 2023, for additional information or to arrange entry to the building.

Quotations are due by August 5, 2023, No quotations will be accepted after this time. Proposals must be in English and incomplete proposals will not be accepted.

Your quotation must be submitted electronically to TallinnProcurement@state.gov It is important to make sure the submission is made in specific size and format; in MS-Word 2007/2010 or MS-Excel 2007/2010 or Adobe Acrobat (pdf) file format. The file size must not exceed 30MB. If the file size should exceed the 30MB, the submission must be made in separate files and attached to separate emails with less than 30MB each.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section I, Pricing
3. Section 5 Representations and Certifications
4. Additional information as required in Section 3
5. [Reserved]
6. Proof of SAM Registration

Offerors shall be registered in the SAM (System for Award Management) database at <https://www.sam.gov> prior to submittal of their offer/proposal as prescribed under FAR 4.1102. Failure to be registered at time of proposal submission may deem the offeror's proposal to be



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considered non-responsible and no further consideration will be given. Therefore, offerors are highly encouraged to register immediately if they are interested in submitting a response to this requirement.

Sincerely,
Steven E. Anderson
Contracting Officer

A handwritten signature in blue ink, appearing to read "SE Anderson", written over the printed name.

Enclosure:
SF-1449 Cover Page
Continuation to SF-1449, RFQ nr. 19EN1023Q0006
SAM.gov registration information